



COMMONWEALTH OF MASSACHUSETTS

**OPERATIONAL SERVICES DIVISION - ROOM 1017
JOHN McCORMACK STATE OFFICE BUILDING
ONE ASHBURTON PLACE
BOSTON, MA 02108-1552**

REQUEST FOR RESPONSE (RFR)

RFR FAC20

FOR

Plastic Lumber, Recycled and Other Recycled Plastic Products

CONTACT PERSON:

For General Questions

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OPERATIONAL SERVICES DIVISION
REQUEST FOR RESPONSE**

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GENERAL INFORMATION

The terms of 801 CMR 21.00 (effective 4/18/97): Procurement of Commodities and Services is incorporated by Reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00. Additional definitions may also be identified in this RFR. All **terms, conditions, requirements, and procedures** included in this RFR **must** be met for a Response to be determined responsive. If a Bidder fails to meet any material term, condition, requirement or procedure, its Response may be deemed unresponsive and disqualified.

Unless otherwise specified in this RFR all communications, responses, and documentation **must** be in **English**, all measurements **must** be provided in **feet, inches, and pounds** and all cost proposals or figures in **U.S. Currency**. **All Responses must be submitted in accordance with the specific terms of this RFR.** No electronic Responses may be submitted in response to this RFR.

Bidders are prohibited from communicating directly with any employee of the Procuring Department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the Contact Person for this RFR in the event this RFR is incomplete or the Bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

The Procurement Team Leader may provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified Bidders with disabilities or other hardships. Bidders requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the Procurement Team Leader. The Procurement Team Leader reserves the right to grant or reject any request for accommodation.

All responses and information submitted in response to this RFR are subject to the Massachusetts **Freedom of Information** Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Any statements reserving any confidentiality or privacy rights in submitted Responses or otherwise inconsistent with these statutes will be void and disregarded.

The Commonwealth makes **no guarantee that any Commodities or Services will be purchased** from any Contract resulting from this RFR. Any estimates or past procurement volumes referenced in this RFR are included only for the convenience of Bidders, and are not to be relied upon as any indication of future purchase levels.

Unless otherwise clearly stated in this RFR, any reference to a particular trademark, trade name, patent, design, type, specification, producer or supplier is not intended to restrict this RFR to any manufacturer or proprietor or to constitute an endorsement of any good or service, and the Department may consider clearly identified offers of substantially equivalent goods and services submitted in response to such reference.

If a Bidder is unable to meet any of the specifications required in this RFR, the Bidder's Response **must** include an alternative method for meeting such specification by identifying the specification, the proposed alternative and thoroughly describing how the alternative achieves substantially equivalent or better performance to the performance required in the RFR specification. The Department will determine if a proposed alternative method of performance achieves substantially equivalent or better performance.

The goal of this RFR is to provide the best value of Commodities and Services to achieve the procurement goals of the Department. Bidders proposing alternatives which provide substantially better or more cost effective performance than achievable under a stated RFR specification or Bidders that propose discounts, uncharged Commodities and Services or other benefits in addition to the RFR specifications may receive a preference or additional points under this RFR as specified.

All Responses **must** be presented using the same numbering and ordering sequence used in this RFR or as otherwise specified.

Costs which are not specifically identified in the Bidder's Response, and accepted by a Department as part of a Contract, will not be compensated under any Contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders responding to this RFR.

This RFR has been distributed electronically using the Comm-PASS system and it shall be the responsibility of every Bidder to check Comm-PASS for any addenda or modifications to this RFR. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to Bidders who fail to check for amended RFRs and submit inadequate or incorrect responses. Bidders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files.

Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized modifications may disqualify a response.

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RFR File Name/Title:	Plastic Lumber, Recreational & Recycled Plastic Products
RFR File #:	FAC20

Plastic Lumber, Recycled and Other Recycled Plastic Products

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PROCUREMENT CALENDAR		
EVENT	DATE	TIME
Posting of Announcement on Comm-PASS	March 8, 1999	
Posting of Request for Response (RFR) on Comm-PASS	March 16, 1999	
Informational Bidder's Conference (see below)	March 26, 1999	
Deadline for Written Inquiries	March 29, 1999,	3:00 p.m.
Posting of Answers to written questions (estimated)	March 31, 1999	
Response Due Date and Time	April 14, 1999,	3:00 p.m.
Completion of Evaluations (estimated)	April 21, 1999	
Contract Award (estimated)	April 25, 1999	

The Informational Bidder's Conference is scheduled to be held on:

FRIDAY, MARCH 26, 1999

10:00 a.m. to 12 noon

John McCormack State Office Building

One Ashburton Place, Room 1017-Conference Room B

Boston, MA

Although attendance at this conference is voluntary, all prospective Bidders are urged to attend.

Written questions from Bidders will be permitted and should be submitted at the Bidders Conference or by March 29, 1999, at 3:00 p.m. via mail to Gillian Lockwood, OSD, One Ashburton Place, Room 1017, Boston, MA 02108-1552, e-mail to gillian.lockwood@osd.state.ma.us, or by fax to (617) 727-4527.

1. PURPOSE OF PROCUREMENT

The purpose of this procurement is to establish a statewide contract for eight categories of recycled plastic products, including recycled plastic lumber, recycled recreational and site amenity products, recycled traffic control products, and other recycled plastic products. In some cases recycled rubber products will also be accepted. This contract will be an approved list of contractors who meet the minimum mandatory requirements outlined in this RFR. The Commonwealth is particularly interested in focusing on recycled plastic products for the purpose of stimulating and strengthening markets for plastic materials collected in recycling programs and encouraging new areas of economic development.

The recycled product and service categories represented in this RFR include:

Category I	Plastic Lumber Benches and Tables
Category II	Dimensional Lumber and Landscape Timbers
Category III	Site Amenities
Category IV	Playground Equipment
Category V	Traffic Control Items
Category VI	Fencing
Category VII	Signs
Category VIII	Partitions

Bidders may choose to bid on one, several or all categories, and may submit bids for one, some or all of the products identified in each category. Bidders approved to sell products under this contract may also offer additional optional products or services at the time of the RFR response for review by the Facilities Procurement Management Team (PMT). However, the PMT reserves the right to accept or reject any of these optional items based on their appropriateness for this contract and compliance with the relevant RFR requirements.

To become an approved Contractor, Bidders **must** meet all the mandatory specifications within the category on which they are bidding (see Section 11), as well as any mandatory Bidder and Contract requirements (see Sections 9 and 10). In addition, Bidders **must** submit all information required by this RFR. Please refer to each Category section for detailed product specifications.

The PMT reserves the right to request clarification and/or additional information from any Bidder following receipt of their response. However, the PMT reserves the right to classify an RFR response as non-compliant should it determine that a response is missing substantial required information. **Bidders are therefore encouraged to read this RFR carefully and make sure that all specifications are met and all requested information submitted.**

2. ELIGIBLE ENTITIES

All agencies of the Commonwealth, including all Constitutional Offices, the Legislature, the Judiciary, Elected Offices, Public Institutions of Higher Education, the Military Division and Independent Public Authorities, and all other political subdivisions of the Commonwealth including cities, towns, municipalities, county governments, school districts and the service districts, Not for Profit organizations currently contracting with the Commonwealth to provide human and social services, quasi-public agencies, and other eligible entities designated in writing by the Purchasing Agent, are eligible to use this contract.

In addition, Bidders are encouraged to make products available at the Contract terms and conditions to all private contractors doing work for any public entity on a public site. Bidders should identify on Attachment A whether they will agree to this provision. Bidders should identify in Attachment A their willingness to provide products at contract terms and conditions to these entities.

3. CONTRACT AWARD

Statewide Contracts will be awarded within each category to all Bidders approved by the PMT who meet all mandatory specifications. There will be no limit to the number of Contractors, however, Bidders **must** meet all mandatory specifications listed, unless alternatives are deemed acceptable by the Facilities PMT.

4. EXPECTED DURATION OF CONTRACT

The term of any contract resulting from this RFR shall be for twelve (12) months with up to four (4) renewal options for a period of up to twenty-four (24) months each. Any such extension will be at the same terms and conditions as the initial contract with the Commonwealth unless mutually agreed upon by all parties. Total possible duration for this contract is nine (9) years. Any pricing submitted as part of an RFR response **must** be held firm for the initial contract term of one year.

5. CONTRACT FLEXIBILITY AND ALTERNATIVES

The PMT reserves the right to add products and/or services offered by awarded contractors during the contract term in order to meet the needs of procuring departments, as those products and services become available. This RFR is an open enrollment solicitation which means that the PMT reserves the right to re-open the solicitation and add new contractors at any time during the life of this contract, including all exercised extensions. Open enrollment solicitations have a defined open period during which bidders may submit responses. The PMT may choose to have additional open periods during which time, new responses are accepted for a defined period of time and new contracts awarded. The PMT reserves the right to re-open specific categories while leaving others closed, as deemed necessary.

Bidders may offer products with specifications different from those required by this RFR for review by the PMT. Any alternative products will be reviewed by the PMT on a case by case basis and approved only if the PMT determines that such products help meet the environmental, economic development and/or other goals established by the PMT. The PMT reserves the right to raise minimum recycled content requirements in any category, add performance standards, or require additional environmental initiatives at any time during the contract term should the PMT determine that such changes are necessary to protect the environment, ensure public safety, or otherwise protect the interests of the Commonwealth.

6. ESTIMATED VALUE OF PROCUREMENT

The contract(s) resulting from this RFR will not have a maximum obligation amount. Since none of the products offered on this contract have been available on statewide contract before, it is not possible to estimate the value of this procurement. Contractors are not guaranteed any sales following a contract award and may be required to respond to quote requests from agencies and/or negotiate pricing and other terms with purchasers. Awarded Contractors within each category will be in competition with each other.

7. DEFINITIONS

“post-consumer content,” as used in this RFR, means materials in a recycled product which are derived from businesses or consumers after having served their intended uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

“post-industrial materials” refers to materials generated by manufacturers or product converters, such as trimmings, overruns, and obsolete products, that are incorporated back into the manufacturing process of the same or a different product.

“recyclability” is the ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

“virgin products” are those made with 100% new/raw materials and contain no recycled content

“recovered materials” are those materials recovered from either industrial or consumer waste streams, including post-industrial, pre-consumer, and post-consumer content.

8. SELECTION CRITERIA

- To receive a contract award, all Bidders **must** meet all mandatory criteria in this RFR. However, the PMT will consider alternative proposals submitted by Bidders; such alternative proposals **must** be accompanied by clear identification of the alternative and a detailed explanation of why such alternative meets the performance and environmental needs of the Commonwealth. All mandatory items are referenced by the word “**must**” throughout this RFR.
- In addition to the mandatory items, Bidders are encouraged to respond to **desirable** items in this RFR, as they will be part of any information submitted to potential users of this Contract and will be used to make comparisons between Contractors and their products. Failure to respond to a desirable option will be interpreted by the PMT as evidence that the Bidder is unable or unwilling to offer the desirable product or service.
- A Contract award means that a Contractor is authorized to sell only approved products to eligible entities through this Statewide Contract. Contractors must respond to requests from purchasing departments for price quotes, drawings, delivery schedules, and other information before being selected to provide products(s) to departments.

9. GENERAL CONTRACT SPECIFICATIONS

All Contractors in each category **must** agree to:

- furnish the product(s) for which they are responding to any eligible entity in the Commonwealth
- provide product(s) which meet the stated purpose and which meet all mandatory criteria in this RFR
- accept for return, at no charge to the contract user, any product which is delivered that does not meet one or more minimum contract requirements
- use plastic lumber (when required) which is free of splinters, generally smooth to the touch (unless textured), and free of significant voids, holes, structural and aesthetic defects
- provide products which meet all specified minimum recycled content requirements; recycled content shall be based on the dry weight of the raw materials, exclusive of any additives such as adhesives, binders, coloring agents, or UV inhibitors
- meet all warranty and insurance provisions required by this RFR and submitted with the response
- provide product samples and literature to contract users upon request
- provide phone and written technical assistance, when requested, to any eligible entity regarding the installation, maintenance or repair of all product(s) offered under this contract at any time during the contract term
- provide written assembly instructions for all applicable products at time of delivery and upon the request of the contract user
- service all areas of the Commonwealth, including Cape Cod, Martha's Vineyard and Nantucket.
- respond to all requests for quotation within two (2) business days and provide quotations within 5 business days from the original request unless otherwise negotiated with the purchasing department
- provide all quotes free of charge to all areas of the Commonwealth, including separate pricing for product cost and delivery cost
- pay wage rates for all installation or other product maintenance services which are compliant with any applicable prevailing wage laws; the contract user will supply prevailing wage rates prior to receiving an estimate for applicable work

It is **desirable** that:

- Bidders offer recycling options to collect damaged or out-of-date products and recycle them into new product
- Bidders offer decals, plaques, plates or other types of products which can be affixed to or imprinted on products sold by the Bidder which identifies products as containing recycled plastic and other relevant information

- Bidders offer additional products with recycled content in appropriate categories which may not be listed as part of this RFR. Such products will be reviewed by the PMT and accepted based on whether products meet the criteria established by the PMT; to receive contract award for additional products, Bidders must submit a separate fact sheet with information on the recycled content, source materials, performance standards and other relevant data as may be required by the PMT.
- Bidders describe on a separate sheet any environmental efforts being undertaken other than those directly associated with this Contract
- Bidders offer an Affirmative Market Program. Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs). As a result, M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, as joint venture partners, or as subcontractors.

Non-M/WBE bidders are strongly encouraged to develop creative initiatives to help foster *new business relationships* with M/WBEs within the primary industries affected by this RFR. The highest number of points will be awarded for responses that clearly illustrate how the proposed business relationship(s) will result in the development and growth of M/WBEs within these primary industries. A lesser number of points will be awarded for traditional subcontracting relationships. The least number of points will be awarded for ancillary uses of M/WBEs.

In order to satisfy this section, the bidder must submit: the names, addresses, phone numbers and contact persons of each M/WBE firm; a description of each business relationship to be established; and the actual dollar amounts, or percentages, to be awarded to each M/WBE firm. MBE and WBE firms must submit a copy of their SOMWBA certification letter for the current period. A directory of SOMWBA certified firms is available via the Internet at www.magnet.state.ma.us/somwba.

A Minority Business Enterprise (MBE) or a Woman Business Enterprises (WBE) is defined as a business that has been certified as such by the State Office of Minority and Women Business Assistance (SOMWBA). Minority and women-owned firms that are not currently SOMWBA-certified but would like to be considered as an M/WBE for this RFR should apply for certification. A fast track application is available, and will be considered for the purposes of this RFR. For further information on SOMWBA certification contact the State Office of Minority and Women Business Assistance at (617) 727-8692 or via the Internet at www.magnet.state.ma.us/somwba.

If you are SOMBWA certified, please specify on Attachment P.

10. BIDDER REQUIREMENTS

To be eligible for award, all Bidders **must**:

- completely fill out and submit with their response Attachments A, B and C, and sign wherever required;
- completely fill out and submit with their response each Category Attachment being submitted for the product categories being proposed;
- identify on each Category Attachment the level of total and post-consumer recycled content for all products and provide certification from all manufacturers that the recycled content listed is accurate; the Commonwealth reserves the right to verify material source and/or the actual recycled content of all products;
- include a letter from all manufacturers with whom a relationship exists that certifies that the Bidder is authorized to sell their products;
- complete, execute and return the Commonwealth Terms and Conditions, Standard Contract, and Standard W-9 Taxation Reporting Information forms which may be downloaded from the Comm-PASS internet site www.Comm-PASS.com in Forms and Information. By executing the Standard Contract Form, the Bidder certifies under the pains and penalties of perjury that it has submitted a response to a Request for Response (RFR) issued by the Department, and that the terms of the RFR, the contractor's response and any negotiated terms shall be deemed accepted by the Department and

included as part of the contract upon execution of the Standard Contract Form by the Department's authorized signature;

- complete the Northern Ireland Notice and Certification form, Attachment Q, to satisfy M.G.L. c.7 section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.
- certify on Attachment B that they have been in business for at least one year;
- on Attachment M, provide two (2) references for each product category on which they are bidding; such references **must** provide a favorable response for products the same as or similar to those which are being proposed; such references **must** be satisfactory to the PMT; Bidders may submit the same reference for multiple categories as references are linked to the appropriate category;
- on Attachment A, provide a phone number which is accessible to all contract users and is available during regular business hours for questions and/or technical assistance about products offered; Bidders must identify the actual hours (Eastern Standard Time) when such assistance is available;
- On Attachment A, provide at least one point of contact for the PMT and contract users who will be responsible for questions, problems, trouble shooting and negotiations with the PMT; such contact **must** have a phone number where he/she can be reached or where a message can be left; it is **desirable** that such contact also have an email address (this person may be the same as above);
- provide a copy of all warranties associated with products being offered, or written documentation certifying the actual length of warranty;
- complete and submit all other attachments, except those Category Attachments not applicable to the Bidder's response.

11. PRODUCT SPECIFICATIONS (Categories I-VIII)

To be eligible for contract award, Bidders **must** meet all mandatory specifications listed below in each category for which they are submitting proposals. Each category has a corresponding Attachment which must be completed and returned with the Bidder's response. ***Bidders may propose products with alternative specifications, including different recycled contents; however, Bidders must attach a detailed explanation as to why an alternative specification is necessary and how such alternative still helps the Commonwealth meet its environmental goals. Acceptance of any alternatives is subject to the approval by the PMT.***

CATEGORY I: Plastic Lumber Benches and Tables

A. General Description

The Commonwealth is looking for Contractors who can provide a range of outdoor benches and tables which are made from either all recycled plastic lumber or a combination of recycled plastic lumber and metal frames. These products may be used by state and local agencies at a variety of locations, including, but not limited to, parks, campgrounds, bicycle paths, recreation areas, beaches, public health facilities, universities, schools, and roadway rest areas.

B. Mandatory Specifications

1. All benches and tables offered by Bidders **must** consist of surface areas (all seating and table tops) which are made with recycled plastic lumber.
2. Products may be offered with recycled plastic frame/legs or metal frame/legs.
3. All plastic lumber **must** contain UV inhibitors and be consistent in color through the entire profile.
4. All plastic lumber for seating and table tops **must** contain a minimum of 90% post-consumer recycled plastic and may be composed of a single resin or co-mingled plastic.
5. All plastic lumber used for seating and table tops **must** not contain any fiberglass or other material which may cause skin irritation or other adverse reactions.
6. If plastic lumber is used for framing/legs, it **must** contain a minimum of 70% post-consumer plastic, and may contain fiberglass or other materials designed to provide additional structural strength.
7. All plastic lumber materials except for frames **must** be offered in at least three (3) different colors.
8. Benches and tables **must** be of sufficient strength for frequent year-round outdoor use in all Commonwealth facilities listed above.
9. All plastic lumber in benches and tables **must** be guaranteed against undue warping, sagging, cracking, splitting, and rotting for a minimum of twenty (20) years under normal use conditions.
10. All metal parts **must** be guaranteed against structural defects for a minimum of 5 years.

C. Desirable Specifications

1. It is **desirable** that Bidders offer products which are compliant with the Americans for Disabilities Act (ADA) provisions for handicapped accessibility.
2. It is **desirable** that Bidders offer both stock items and have the capacity to respond to special orders.
3. It is **desirable** that Bidders offer a wide a range of products, colors, and sizes.
4. It is desirable that Bidders offer products, equipment or materials which will allow for the temporary and/or permanent mounting of benches or tables to the ground and/or concrete.

CATEGORY II: Dimensional Lumber and Landscape Timbers

A. General Description

The Commonwealth desires Contractors who can provide dimensional lumber made from recycled plastic resin or recycled plastic composites, and/or landscape timbers, for use in applications which include, but are not limited to, decking, ramps, boardwalks, and landscaping applications. Bidders may bid on any or all of the products in this category.

B1. Mandatory Specifications - All-Plastic Dimensional Lumber

1. All lumber **must** conform to standard wood dimensional lumber sizing
2. All Bidders **must** offer lumber which contains UV inhibitors and which is consistent in color through the entire profile.
3. All lumber **must** contain a minimum of 90% post-consumer plastic material.
4. Lumber in this category **must** be free of fiberglass or any other non-plastic material.
5. Plastic may be derived from a single resin or from co-mingled plastic materials.
6. All plastic lumber **must** be guaranteed against undue warping, sagging, cracking, splitting, rotting, and insect infestation for a minimum of twenty (20) years.

B2. Mandatory Specifications - Composite Dimensional Lumber

1. All lumber **must** conform to standard wood dimensional lumber sizing
2. All Bidders **must** offer lumber which contains UV inhibitors and which is consistent in color through the entire profile.
3. All lumber **must** contain a minimum of 100% total recovered materials, at least 25% of which must be post-consumer plastic. Lumber in this category may contain fiberglass, wood, or other non-plastic material designed to provide structural strength; however, such material must be recycled and must comprise no more than 50% of the total product.
4. All plastic lumber **must** be guaranteed against undue warping, sagging, cracking, splitting, rotting, and insect infestation for a minimum of ten (10) years.

B3. Mandatory Specifications - Landscape Timbers

1. All timbers **must** be designed for use in landscaping applications
2. All timbers **must** contain a minimum of 100% total recovered materials, at least 50% of which must be recycled plastic. Timbers may contain fiberglass, wood, or other non-plastic material designed to provide structural strength; however, such material must be from recycled material and cannot comprise more than 50% of the total product.
3. All plastic lumber **must** be guaranteed against undue warping, sagging, cracking, splitting, rotting, and insect infestation for a minimum of ten (10) years.

C. Desirable Specifications

1. It is **desirable** that Bidders offer both stock items and have the capacity to respond to special orders.
2. It is **desirable** that Bidders offer a wide a range of products, colors, and sizes.
It is **desirable** that Bidders offer stock items in a variety of standard dimensions (e.g. 1x4, 1x6, 2x4, 2x6, 2x8, 6x6, 6x8) and lengths (6', 8', 12').
3. It is **desirable** that Bidders offer slip-resistant plastic lumber which meets ADA guidelines. Bidders must submit test results (such as ASTM D 1894) or other information which describes the type of slip-resistant material used and demonstrates that lumber is sufficiently slip-resistant.
4. It is desirable that Bidders offer lumber with "tongue and groove" features

CATEGORY III: Site Amenities

A. General Description

The Commonwealth desires contractors that can provide a wide range of site amenities made with recycled plastic content. Site amenities include, but are not limited to, planters, trash receptacles, trash receptacle housing, and recycling receptacles.

B. Mandatory Specifications

1. All products **must** contain a minimum of 90% post-consumer plastic content.
2. Plastic may contain a single resin or be from co-mingled materials.
3. All plastic lumber **must** be guaranteed against undue warping, sagging, cracking, splitting, rotting, and insect infestation for a minimum of ten (10) years.
4. All metal parts **must** be guaranteed against structural defects for a minimum of 5 years.
5. Products **must** be delivered assembled or be easily assembled by the receiving facility.

C. Desirable Specifications

1. Where appropriate, it is **desirable** that receptacles come with containers, bins or other products necessary to completely install a trash or receptacle system.
2. It is **desirable** that Bidders offer products, equipment or materials which will allow for the temporary and/or permanent mounting of benches or tables to the ground and/or concrete.

CATEGORY IV: Playground Equipment

A. General Description

The Commonwealth desires contractors who can provide a variety of playground equipment that contains recycled plastic content. Playground equipment may include, but is not limited to, composite structures, individual components, and sand-boxes.

B. Mandatory Specifications

1. All equipment **must** meet applicable U.S. Consumer Product Safety Commission (CPSC) standards for public playground safety
2. All equipment design and construction **must** meet applicable ASTM standards (ASTM F1487-95) for safety performance
3. All Bidders **must** provide certification that applicable CPSC and ASTM standards are adhered to: such certification may be in the form of 3rd Party certification (e.g. IPEMA), or a letter from the playground manufacturer
4. All non-moving plastic and metal parts **must** be warranted for a minimum of ten (10) years against structural failure due to warping, sagging, cracking, corrosion, deterioration, or manufacturing defects
5. All playground equipment **must** include recycled plastic lumber in at least two (2) of the following applications:
 - decking
 - sandbox borders
 - roofing
 - walls/partitions
 - fascia inserts
 - other, subject to PMT approval

6. All plastic lumber used in playground equipment **must** contain a minimum of 90% post-consumer plastic and **must** not contain any fiberglass or other materials which may cause adverse skin reaction or other skin sensitivities.
7. All plastic lumber **must** contain UV stabilizers and be color-fast throughout the entire material
8. Equipment **must** be free of protruding bolts and parts at attaching points in equipment
9. All steel and aluminum structures **must** be made from recycled materials
10. Contractors **must** provide detailed assembly instructions upon delivery of equipment
11. All Bidders **must** possess liability insurance of not less than \$5 million aggregate and \$1 million each occurrence and must submit with their responses proof of such insurance

C. Desirable Specifications

1. It is **desirable** that Contractors offer purchasers the option to be additionally named insured. It is also **desirable** that this be offered at no extra charge.
2. It is **desirable** that additional portions of playground equipment be made from recycled plastic lumber than those required above
3. It is **desirable** that Bidders offer a wide range of choices for playground equipment and configurations
4. It is **desirable** that Bidders offer certified on-site technical assistance for playground assembly
5. It is **desirable** that all Bidders offer equipment which meets ADA requirements for handicapped accessibility

CATEGORY V: Traffic Control Items

A. General Description

The Commonwealth is looking for Contractors who can provide various products used for traffic control made primarily from recycled plastic and/or rubber materials. These products can include, but are not limited to, parking stops, speed bumps, traffic barricades, temporary or permanent channelizers, chock/wheel blocks, and delineator posts. (Please note that recycled traffic cones are already on a Statewide Contract and will not be accepted as part of this RFR)

B. Mandatory Specifications

1. The following products **must** contain the following minimum recycled content:

<u>Product</u>	<u>Minimum Recycled Content</u>
Parking stops	80% post-consumer plastic and/or rubber
Speed bumps	80% post-consumer plastic and/or rubber
Barricades	80% post-consumer plastic
Chock/wheel blocks	80% post-consumer plastic and/or rubber
Delineators	25% post-consumer for plastic parts 100% post-consumer for rubber base
Channelizers	25% post-consumer for plastic parts 100% post-consumer for rubber base

2. All Bidders **must** specify the type and length of warranty for each product being bid.

C. Desirable Specifications

1. It is **desirable** that Bidders offer a variety of products and product sizes in this category
2. It is **desirable** that Bidders offer permanent and temporary anchoring systems for parking stops, speed bumps and other products

CATEGORY VI: Fencing

A. General Description

The Commonwealth is interested in Contractors who can provide various types of fencing and fencing posts made from recycled plastic. Fencing types can include, but are not limited to, snow fencing, picket fencing, and rail fencing.

B. Mandatory Specifications

1. All contractors **must** deliver actual fencing either assembled in sections or un-assembled with detailed assembly instructions
2. All plastic used for fencing and post materials **must** be made from a minimum of 60% post-consumer recycled plastic
3. Plastic fencing and posts **must** not contain fiberglass or other materials which may cause skin sensitivity
4. Bidders **must** demonstrate that they can provide actual fencing configurations and not just dimensional plastic lumber

C. Desirable Specifications

1. It is **desirable** that Contractors offer a variety of fencing materials and styles

CATEGORY VII: Signs

A. General Description

The Commonwealth is interested in Contractors who can provide exterior non-federally regulated road printed and/or routed signs made from all plastic resin and which contain post-consumer recycled plastic materials. Both routed and non-routed signs are acceptable and Bidders are encouraged to provide recycled plastic sign posts.

B. Mandatory Specifications

1. All plastic **must** contain a minimum of 80% post-consumer plastic material.
2. All signs, not including lettering, **must** be guaranteed against significant deterioration under normal use conditions for at least 10 years.
3. All contractors **must** be able to provide custom lettering to signs at the request of the contract user; Bidders must identify the type of lettering to be employed on the appropriate attachment
4. All lettering **must** be guaranteed against significant deterioration under normal use conditions for at least five (5) years

C. Desirable Specifications

1. It is **desirable** that Bidders offer sign posts made from recycled plastic with a minimum of 80% post-consumer plastic material.
2. It is **desirable** that Bidders offer the option of adding UV stabilizers to all signs when requested by the purchasing agency.
3. It is **desirable** that Bidders offer a variety of sign sizes, shapes, and colors
4. It is **desirable** that Bidders offer both routed and screen printed signs

CATEGORY VIII: Partitions

A. General Description

The Commonwealth is looking for contractors who can provide indoor partitions and stall doors, such as those used in bathroom stalls, which are made from recycled plastic.

B. Mandatory Specifications

1. Partitions **must** contain a minimum of 20% post-consumer plastic.
2. Partitions **must** be guaranteed against de-lamination and breakage, cracking, corrosion and infestation for a minimum of fifteen (15) years.
3. Hinge materials **must** be guaranteed against breakage from normal wear for at least 15 years.
4. All Contractors **must** provide all necessary hardware for the installation of all products offered.
5. Awarded bidders **must** offer models that are compliant with applicable ADA regulations.
6. Plastic **must** be sanitary and non-absorbent.

C. Desirable Specifications

1. It is **desirable** that awarded vendors offer a variety of colors, models and product features.
2. It is **desirable** that vendors offer product installation.

12. PRICING

- All Bidders **must** complete and return with their submissions the appropriate Category Attachments with the relevant cost information for stock products and special order discounts
- For stock items offered, Bidders **must** provide actual pricing which **must** be held firm for the initial contract term. Approval **must** be obtained before new prices may be applied to any products sold under contracts resulting from this RFR. Price adjustments **must** be submitted for approval at least one month prior to contract extension periods to be considered.
- For special orders, or any non-stock items, Bidders **must** offer contract users a percentage off discount on those products offered. Any discount offered must be included in the Bidder's Response.

13. LITERATURE AND SAMPLES

All Bidders **must** provide copies of all relevant product literature with their bid submissions. Such literature **must** include a catalog (where available) and/or photos or drawings of stock items offered. Literature should provide information about product size, configuration, style, colors, etc. and will be used to promote products to contract users and kept at the OSD library for review by all who request it.

All Bidders **must** list available colors in the appropriate attachment(s), and must provide color samples either to the PMT or any contract user upon request. **No plastic samples should be submitted as part of a Bidders response. All unsolicited samples will be returned to the Bidder at the Bidder's expense.**

14. DELIVERY & SHIPPING

Contractors **must** be responsible for delivery of all awarded products to the loading dock or specified location of all purchasing departments. Contractors must include all proposed shipping fees with every price quote provided to contract users. No additional delivery fees other than those included in a price quote to a contract user may be collected at any time unless such changes are approved by the contract user prior to fee application.

For each category to which they are responding, Bidders **must** identify the delivery time frame within which products will be delivered to a contract user. Bidders **must** agree to deliver products within the maximum time frame cited in their response and by the date identified in any response to a Request for Quote. If such dates are not met, purchasing facilities may refuse to take delivery of ordered products unless an exception is negotiated and agreed upon by the Contractor and receiving facility.

All delivery information submitted with the RFR response will be used to provide contract users with comparisons of contractor delivery schedules. Additionally, Contractors will be evaluated during the contract term to determine whether proposed delivery schedules are being met. Contractors who consistently do not meet proposed delivery schedules may be removed from this contract by the PMT. Bidders may submit different delivery estimates for stock items versus special orders.

Bidders **must** fill out and submit Attachment L, related to the provision of a range of shipping charges. Bidders **must** submit different charges for different regions if applicable. See Mass. Highway Department Districts 1-6 (district #6 is a separate Islands district) for regional boundaries (Appendix I).

In line with the Commonwealth's goal of reducing negative environmental effects of its purchasing practices, it is **desirable** that all packaging materials contain recycled content and that Bidders demonstrate efforts to reduce packaging waste. All appropriate packaging information should be submitted on a separate attachment.

15. INSTRUCTIONS FOR SUBMISSION OF RESPONSES:

Bidders **must** submit one (1) original (which should be marked "Original") and four (4) paper copies of their proposal (faxed submissions are not acceptable), to the following address:

Operational Services Division
ATTN: Gillian Lockwood, RFR #FAC20
One Ashburton Place, Room 1017
Boston, MA 02108-1552

Envelopes **must** be clearly marked with "**RFR # FAC20: Do Not Open Until April 15, 1999, 2:00PM.**" All bid responses **must** be complete and include the documentation requirements cited in this RFR.

All responses should meet the following requirements:

- All copies are printed **double sided**.
- All submittals and copies are printed on **recycled paper with a minimum post-consumer content of 20%**.
- Unless absolutely necessary, all bids and copies should **minimize or eliminate use of non-recyclable or non re-usable materials** such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. However, to make review of bid responses manageable, three-ringed binders, paper/fiberboard dividers, table of contents and section headers should be used, where appropriate.
- Materials should be submitted in a format which allows for **easy removal and recycling** of paper materials. Three ring binders are encouraged.
- **Pages should be numbered** and organized in such a way as to facilitate the location of information and response materials.

16. REPORTING AND MEETING REQUIREMENTS:

Contractors **must** submit semi-annual reports. These reports **must** be sent to the Operational Services Division and will cover the following time periods:

Reporting Period:	Jan. 1 - June 30	Report due at OSD:	July 15
Reporting Period:	July 1 - December 31	Report due at OSD:	January 15

Each report **must** contain the following information: Contract number, Purchasing department (**must** include contact name, address and phone number), product/service purchased, price charged with totals for each department and totals for the entire contract for each reporting period. Other information may be required should the PMT determine it is necessary for the proper review of the terms of this Contract.

Contractors may be required to attend meetings with the Commonwealth should such meetings be requested by OSD and/or the PMT.

Contractors are encouraged to attend conferences sponsored by OSD such as the annual Buy Recycled and EPP Vendor Fair and Conference held each fall, and the Statewide Training and Resource Exhibition (STAR) conference held in the Spring.

17. PERFORMANCE MEASURES

Contractors will be evaluated on an ongoing basis. Performance will be measured by the contractors' adherence to all contract specifications outlined in this RFR. Information obtained through reporting will be used to survey contract users for their satisfaction. Both positive and negative feedback will be taken into consideration.

Failure to provide adequate service as specified in this RFR or accepted negotiations may result in removal from any contract resulting from this RFR and may impact negatively on future contracts with the

Commonwealth. All significant issues will be brought to the contractor's attention before any such action is taken.

Attachment A
General Bidder Information

All Bidders must fully complete and return this attachment with their response.

I. Bidder Information

Bidder/Company Name: _____

Contract Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ email: _____

Technical Assistance Contact (if different): _____

Phone: _____ Fax: _____ email: _____

II. Category Response

Bidder is submitting a response(s) for the following categories (please check all that apply):

___ Category I: Plastic Lumber Benches and Tables ___ Category V: Traffic Control Items

___ Category II: Dimensional Lumber and Landscape Timbers ___ Category VI: Fencing

___ Category III: Site Amenities ___ Category VII: Signs

___ Category IV: Playground Equipment ___ Category VIII: Partitions

III. Bidder Description

Below, please provide a brief description of the Bidder's operations, length of time in business, and a general description of products and services offered (attach additional sheet if necessary).

IV. Eligible Entities

Please note whether products and services being bid will be offered to private contractors doing work for state and local departments and/or MHEC members.

☐ Yes, this contract will be extended to private contractors doing work for state and local departments

V. Recycling/Collection Options

Does Bidder offer any type of recycling/collection option for products which have served their useful life and/or which are damaged?

☐ Yes ☐ No

If yes, please describe the program, providing information about the ultimate destination of the used product, cost (if any) for such services, and any other relevant information.

VI. Information Plaques/Decals

Does Bidder offer option of an information plaque and/or decal which identifies the recycled content and material of product?

☐ Yes ☐ No

If yes, please describe the available options with any relevant cost information.

VII. Manufacturer Letters

Has Bidder submitted letters from each manufacturer certifying that that Bidder is authorized to sell manufacturer products and that certifies the recycled content of each product?

☐ Yes ☐ No

VIII. Warranties

Has Bidder submitted copies of all product warranties? ☐ Yes ☐ No

IX. Alternative Specifications

Is Bidder proposing alternative minimum specifications from those required in this RFR for any product being offered? ☐ Yes ☐ No

If yes, Bidders must attach a separate sheet which identifies the product, actual content and rationale for approval of such alternatives.

X. Forms

Has Bidder completed, signed and submitted copies of the Standard Contract, Terms and Conditions and W-9 forms? (Bidders must submit these forms to be eligible for contract award - forms are available at www.comm-pass.com) ☐ Yes ☐ No

Has Bidder completed, signed and submitted copies of the Affirmative Action Plan form (Attachment P) and the Northern Ireland Certification form (Attachment Q)? ☐ Yes ☐ No

Has Bidder completed and submitted the appropriate Category Attachment(s) for each product category to which Bidder is responding? ☐ Yes ☐ No

XI. SOWMBA Certification

Is Bidder SOWMBA Certified? ☐ Yes ☐ No

Attachment B

Statement of Qualification FAC20 - Plastic Lumber and Related Products

This statement is to certify that _____ has been in the business
(Company name)

of _____
(Service(s) provided)

for a period of _____ years. We, _____, have the ability to
(Company name)

perform the type, magnitude and quality of work within the scope of RFR FAC18 for the commodities & services we offer. This company _____ has not been involved in any bankruptcy proceedings within the last five years. (If the company has been involved in bankruptcy proceedings, please give a detailed description below.) This company has not undergone a name change within the last five years. (If the company name has changed, please provide a detailed description below.)

Bankruptcy proceedings:

Name change information:

I certify to the best of my knowledge that all information above is true and correct.

Authorized Signature

Position in Company

Date

Attachment C Manufacturer Information

All Bidders must fully complete and return this attachment with their response.

Bidder is providing product(s) from the following manufacturers (use additional paper if necessary):

Category	Description	Manufacturer Name
I	Plastic Lumber Benches and Tables	1. _____ 2. _____
II	Dimensional Lumber and Landscape Timbers	1. _____ 2. _____
III	Site Amenities	1. _____ 2. _____
IV	Playground Equipment	1. _____ 2. _____
V	Traffic Control Items	1. _____ 2. _____
VI	Fencing	1. _____ 2. _____
VII	Signs (non-highway)	1. _____ 2. _____
VIII	Partitions	1. _____ 2. _____

Attachment D - Category Attachments/Cost Information

Category I - Plastic Lumber Benches and Tables

Bidders submitting a response for this category **must** fill out all information below.

1. Check-off products in Category I offered as part of this response

____ All plastic lumber picnic tables ____ All plastic lumber outdoor benches
____ Metal frame picnic tables ____ Metal frame outdoor benches
____ Other _____ ____ Other _____

2. Stock Product Information and Pricing

All Bidders **must** provide basic information for stock and special order products in the table below. Stock products refer to those which are either catalogue items or commonly ordered items that do not need special orders. Please copy and use additional pages for additional products. Bidders are encouraged to keep product descriptions brief and refer to a catalogue or product # if appropriate. Prices must be guaranteed for at least one (1) year from Contract initiation date. Bidders may use a separate catalogue if available.

Product Name	Description	Catalogue # (if available)	Price (not including delivery)	Total & Post- Consumer Recycled Content
i.e. Antique Bench	4 foot bench with steel frame	#123456	\$345	100% total, 100% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

3. Volume Discounts

Does Bidder offer any volume discounts? ☐ Yes ☐ No
If yes, please describe the volumes and pricing discounts below.

4. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

5. List the types of material used and the approximate percentage of each material in all plastic lumber

Material Description	Approximate Percentage

6. Does all plastic lumber come with UV inhibitors and consistent in color throughout?
☐ Yes ☐ No

7. Describe the metal frames used (if any), including type of metal, diameter, available finishes, and any other relevant information.

Frame Description/Metal Type	Diameter	Available Finishes	Other Information

8. List available plastic lumber colors - please note if color is available for both frame and/or surface lumber.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

10. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

11. List the number of years for which products are warranted

_____ years for plastic lumber _____ years for metal parts

Describe Warranty _____

12. Does Bidder offer ADA compliant products? ☐ Yes ☐ No

If yes, please list available products _____

13. Do Bidders offer product design, or extra materials or equipment to temporarily or permanently mount benches or tables to a fixed surface. ☐ Yes ☐ No

Please describe _____

Attachment E - Category Attachments/Cost Information

Category II - Dimensional Lumber and Landscape Timbers

*Bidders submitting a response for this category **must** fill out all information below.*

1. Check-off product(s) in Category II offered as part of this response

☐ All plastic dimensional lumber
 ☐ Composite dimensional lumber
 ☐ Landscape Timbers
☐ Other _____
 ☐ Other _____

2. Stock Product Information and Pricing

All Bidders **must** provide basic information for stock and special order products in the table below. Stock products refer to those which are either catalogue items or commonly ordered items that do not need special orders. Please copy and use additional pages for additional products. Prices must be guaranteed for at least one (1) year from Contract initiation date. (If bidding on more than one sub category, please make additional copies of this sheet)

Dimensional Lumber Size	Lengths	Catalogue # (if available)	Price per board foot (not including delivery)	Total & Post-Consumer Recycled Content
e.g. 1 x 4	6 feet, 8 feet, 12 feet	#xxxxxxx	\$6	100% total, 90% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

3. Volume Discounts

Does Bidder offer any volume discounts? ☐ Yes ☐ No
 If yes, please describe the volumes and pricing discounts below.

4. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

5. List the types of material used and the approximate percentage of each material in all plastic lumber

Material Description	Approximate Percentage

6. Does Bidder offer plastic lumber with UV inhibitors and which is consistent in color throughout? ☐ Yes ☐ No

7. List available plastic lumber colors - please note if color is available for both frame and/or surface lumber.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

9. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

10. List the number of years for which products are warranted

_____ years for plastic lumber

Describe Warranty

11. Does Bidder offer ADA compliant slip resistant products? ☐ Yes ☐ No

If yes, please describe slip resistance feature and any studies/tests performed to determine efficacy of slip resistance product. _____

12. Does Bidder offer tongue and groove lumber? ☐ Yes ☐ No

If yes, please briefly describe potential applications and any price increase associated with this lumber

Attachment F - Category Attachments/Cost Information

Category III - Site Amenities

Bidders submitting a response for this category **must** fill out all information below.

1. Check-off product(s) in Category II offered as part of this response

☐ Planters ☐ planter and/or trash receptacles
☐ recycling container housing and/or systems ☐ trash/planter housing
☐ Other _____ ☐ Other _____

2. Stock Product Information and Pricing

All Bidders **must** provide basic information for stock and special order products in the table below. Stock products refer to those which are either catalogue items or commonly ordered items that do not need special orders. Please copy and use additional pages for additional products. Prices must be guaranteed for at least one (1) year from Contract initiation date.

Stock Product Name	Description & size	Catalogue # (if available)	Price (not including delivery)	Total & Post-Consumer Recycled Content
e.g. planter pot 2000	round terra cotta planter 12 inches diameter	#1111111	\$20	100% total, 90% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

3. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

4. List the types of material used and the approximate percentage of each material in all products

Material Description	Approximate Percentage

5. List available colors

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

7. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

8. List the number of years for which products are warranted

_____ years for plastic _____ years for metal parts

Describe Warranty

9. If applicable, do products come with bins, receptacles or other items necessary for the complete operation of the amenity? ☐ Yes ☐ No

If yes, please list: _____

10. Do Bidders offer product design, or extra materials or equipment to temporarily or permanently mount benches or tables to a fixed surface. ☐ Yes ☐ No

Please describe _____

Attachment G - Category Attachments/Cost Information

Category IV - Playground Equipment

Bidders submitting a response for this category **must** fill out all information below.

1. Does all playground equipment meet U.S. Consumer Product safety Commission and ASTM standards for playground safety? ☐ Yes ☐ No

Has certification been submitted with your response? ☐ Yes ☐ No

2. Product Information

All Bidders **must** provide a general description of the playground systems offered and complete requested information in the table below.

Product Name	Product Description	Plastic Lumber Parts	Total & Post-Consumer Recycled Content
e.g. kindergarten tot lot	various configurations for children under 10 years old	all floors and roofing	100% total, 90% pcc
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

4. Special Order Product Information

Please note whether Bidders can fill special orders for configurations other than those offered as part of a catalogue ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

5. For all playground equipment, identify the discount off the retail price which Contractors will offer contract users _____%

6. List the number of years for which products are warranted

_____ years for plastic lumber _____ years for metal parts

Describe Warranty

7. Does Bidder offer ADA compliant equipment? ☐ Yes ☐ No

If yes, please describe _____

8. Does Bidder offer certified on-site technical assistance and/or actual installation of playground equipment?

☐ Yes ☐ No

If yes, please describe available services _____

9. List amount of liability insurance carried by Bidder and/or manufacturer

Aggregate \$ _____ Each Occurrence \$ _____

Has Bidder submitted a copy of insurance certificate? ☐ Yes ☐ No

10. Does Bidder provide purchasers with an additionally insured option? ☐ Yes ☐ No

If yes, please describe below, including any costs associated with such option.

Attachment H - Category Attachments/Cost Information

Category V - Traffic Control Items

Bidders submitting a response for this category **must** fill out all information below.

1. Check-off product(s) in Category II offered as part of this response

☐ Parking Stops ☐ Speed Bumps ☐ Barricades ☐ Chock/Wheel Blocks
☐ Delineators ☐ Channelizers
☐ Other _____ ☐ Other _____
☐ Other _____ ☐ Other _____

2. Stock Product Information and Pricing

All Bidders **must** provide basic information for stock and special order products in the table below. Stock products refer to those which are either catalogue items or commonly ordered items that do not need special orders. Please copy and use additional pages for additional products. Prices must be guaranteed for at least one (1) year from Contract initiation date.

Product Name	Size and Lengths	Catalogue # (if available)	Price (not including delivery)	Total & Post- Consumer Recycled Content
e.g. speed bump	6" high, 8' long	#xxxxxxx	\$40 \$58	100% total, 90% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

3. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

4. List the types of material used and the approximate percentage of each material in all products

Product Name	Material Description	Approximate Percentage

5. List available colors - please note if colors are different for different products

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

7. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

8. List the number of years for which products are warranted
_____ years

Describe Warranty

9. Does Bidder offer anchoring systems, inclusive of all necessary materials?

☐ Yes ☐ No

If yes, please describe

Attachment I - Category Attachments/Cost Information

Category VI - Fencing

Bidders submitting a response for this category **must** fill out all information below.

1. Check-off product(s) in Category II offered as part of this response

____ snow fencing ____ picket fencing ____ rail fencing
____ Other _____ ____ Other _____

2. Stock Product Information and Pricing

All Bidders **must** provide basic information for stock and special order products in the table below. Stock products refer to those which are either catalogue items or commonly ordered items that do not need special orders. Please copy and use additional pages for additional products. Prices must be guaranteed for at least one (1) year from Contract initiation date. (If bidding on more than one sub category, please make additional copies of this sheet)

Product Name	Size & Lengths	Catalogue # (if available)	Price (not including delivery)	Total & Post-Consumer Recycled Content
e.g. picket fencing	6 feet high	#xxxxxxx	\$40 per 6 foot section	100% total, 75% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

3. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

4. List the types of material used and the approximate percentage of each material in all plastic lumber

Material Description	Approximate Percentage

5. List available colors

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

6. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

7. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

8. List the number of years for which products are warranted

_____ years for plastic lumber

Describe Warranty

Attachment J - Category Attachments/Cost Information

Category VII - Signs (non-highway)

*Bidders submitting a response for this category **must** fill out all information below.*

1. Check-off product(s) in Category VII offered as part of this response

☐ road signs ☐ non-road signs ☐ sign posts
☐ Other _____ ☐ Other _____

Please provide a general description of products offered below.

Product Type Offered	General Description/Application
1.	
2.	
3.	
4.	
5.	

2. Stock Product Information and Pricing

Does Bidder offer stock products? ☐ Yes ☐ No

If yes, please list below along with pricing, or submit a separate catalogue. If no, Bidders should submit a catalogue or listing of the types and sizes of signs available.

Product Name	Size & Lengths	Catalogue # (if available)	Price (not including delivery)	Total & Post-Consumer Recycled Content
e.g. informational sign	from 3 sq. feet to 6 square feet	#xxxxxxx	\$20 per square foot	80% total 80% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

3. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

4. Please list the type of printing available and cost per letter

Printing Type	Cost per Letter (or appropriate pricing)
screen printed	
routed	
other _____	
other _____	

5. List the types of material used and the approximate percentage of each material in all plastic

Material Description	Approximate Percentage

6. List available colors

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

8. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

9. List the number of years for which sign products are warranted

_____ years for plastic signs _____ years for lettering

Describe Warranty

10. Do Bidders offer UV stabilizers as an option? ☐ Yes ☐ No

Attachment K - Category Attachments/Cost Information

Category VIII - Partitions

*Bidders submitting a response for this category **must** fill out all information below.*

1. Provide a general description of the types of partitions offered as part of this response

Product Offered	General Description
1.	
2.	
3.	
4.	
5.	

2. Stock Product Information and Pricing

Does Bidder offer stock products? ☐ Yes ☐ No

If yes, please list below along with pricing, or submit a separate listing. If no, Bidders should submit a catalogue or listing of the types and sizes of partitions available.

Product Name	Size & Lengths	Catalogue # (if available)	Price (not including delivery)	Total & Post-Consumer Recycled Content
e.g. bathroom partition	6 feet high	#xxxxxxx	\$250each	20% total 20% pcc
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

3. Delivery

Bidders **must** list the delivery range within which all products in this category are expected to be delivered following an order. Bidders may differentiate between stock items and special orders.

Delivery time frame (stock items) _____

Delivery time frame (special orders) _____

4. List the types of material used and the approximate percentage of each material in all plastic

Material Description	Approximate Percentage

5. List available colors

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

6. Special Order Product Information

Please note whether Bidders can fill special orders ☐ Yes ☐ No

If yes, please provide a brief description below of types of special orders which can be filled and any restrictions to the types and/or amount of special orders.

7. For all special orders and non-stock items, identify the discount off the retail price which Contractors will offer contract users _____%

8. List the number of years for which products are warranted

_____ years for plastic _____ years for hinges

Describe Warranty

9. Does Bidder offer all hardware necessary for installation? ☐ Yes ☐ No

10. Please list below all products which are compliant with ADA requirements

11. Does Bidder offer installation services? ☐ Yes ☐ No

If yes, please describe service and cost below.

ATTACHMENT L

ESTIMATED SHIPPING COSTS

Bidders must provide **estimated price ranges for shipping costs** associated with delivery of products in each Category. If costs are variable for different regions, these differences must be identified below. Shipping prices should be per item, discounted for volume orders. Bidders may list individual or multiple products which are more commonly ordered to provide relevant data for potential contract users. The shipping price range should be based on a **maximum shipping cost for delivery of one item, with the minimum cost based on large volume orders**; Bidders should identify the quantity at which the minimum shipping costs will be incurred.

Please note: All shipping costs must be provided to a contract user upon request and at the time of any price quote.

Product Category	Delivery Cost to Region I	Delivery Cost to Region II	Delivery Cost to Region III	Delivery Cost to Region IV	Delivery Cost to Region V	Delivery Cost to Islands Region
e.g. Category I	\$20 to \$75 - minimum in effect for orders of 50 benches or 40 tables					
Category I						
Category II						
Category III						
Category IV						
Category V						
Category VI						
Category VII						
Category VIII						

ATTACHMENT M

BUSINESS REFERENCE FORM

Bidder: _____

RFR Name/Title: Plastic Lumber, Recycled and Other Recycled Plastic Products _____

RFR Number: FAC20 _____

The bidder must provide 2 business references for each category being proposed for this contract.

Please list Category # _____ and title _____ to which these references apply.

1. Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

2. Reference name: _____ Contact: _____

Address: _____ Phone: # () _____

Fax/Internet address: _____

Description and date(s) of commodities and services provided: _____

References will be contacted to confirm the bidder's abilities and qualifications as stated in the bidder's response. The department may deem the bidder's response unresponsive if a reference is not obtainable from a listed reference after reasonable attempts.

ATTACHMENT N

CONTRACTOR AUTHORIZED SIGNATURE VERIFICATION FORM

Individuals: Individuals have **two options** to verify signature authorization:

1. **Official Sample of Signature.** Signature verification may be accomplished by submitting a copy of a driver's license, passport, social security card, business ID or other official form or identification containing the authorized signatory's signature, **OR**
2. **Notarization.** In the alternative, the Bidder can have their signature notarized in the space below.

Corporations. Corporations have **two options** to verify signature authorization.

1. **Authorization and Clerk Certification:** The Corporate Clerk may certify in the space below that they have witnessed the authorized signatory's signature (made in the Clerk's presence) **AND** that the signatory is authorized to execute contracts and other documents and legally bind the corporation. (**NOTE:** Clerks may not self-certify if they act as Clerk and as an authorized signatory. Alternative documentation should be submitted); **OR**
2. **Authorization and Official Sample of Signature or Notarization** (Complete both "a." and "b." below)
 - a. **Authorization.** The Bidder may attach a copy of a board of directors vote stating that each signatory is authorized to execute contracts and other documents and legally bind the corporation, **AND:**
 - b. **Official Sample of Signature or Notarization. (Select one option)**
 - **Official Sample of Signature.** Attach a copy of a driver's license, passport, social security card, business ID or other official form or identification containing an example of the authorized signatory's signature, **OR**
 - **Notarization.** Have each of the signatory's signature notarized (made in a notary's presence) below.

Partnership or Other Entities

1. **Authorization.** Attach documentation for each signatory of authorization to execute contracts and other documents and legally bind the partnership or other entity, **AND**
2. **Official Sample of Signature or Notarization:** (Select one option)
 - a. **Official Sample of Signature.** Attach a copy of a driver's license, passport, social security card, business ID or other official form or identification containing the authorized signatory's signature; **OR**
 - b. **Notarization.** Have their signature notarized in the space below.

THIS SECTION IS FOR NOTARIZATION OR CORPORATE CLERK CERTIFICATION

PRINT SIGNATORY'S FULL LEGAL NAME: _____

SIGNATURE: (as it will appear on documents) _____

(NOTARY) I, _____ as a notary public certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory on behalf of the Bidder, and the individual's identity was verified, on this date: _____, 19 _____. My commission expires on:

OR

(CORPORATE CLERK) I, _____ as corporate clerk of the Bidder/Contractor certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory and the signatory is authorized to execute contracts and other instruments and legally bind the Bidder/Contractor. This date: _____, 19 _____.

AFFIX CORPORATE SEAL OR NOTARY SEAL HERE:

ATTACHMENT O

AUTHORIZATION FOR ELECTRONIC FUNDS PAYMENT

What Should a Department do to Process a Payee's Request to Receive Payment Via Electronic Funds Transfer (EFT)?

Electronic funds transfer (EFT) allows for payments to be made to contractors electronically. It is the preferred method of payment for all payees doing business with the Commonwealth. A new contractor should always be encouraged by the department to receive payment electronically. It saves the Commonwealth money and can be more efficient for the payee. When a department initiates a new business relationship with a payee this question should always be asked.

Registering a Contractor for EFT payment is now the responsibility of the department doing business with that payee. The contractor should complete and return **to the department** the "Authorization For Electronic Funds Payment" form, which follows. This form contains the banking information that the department must enter on the Vendor Update (VU) screen.

Departments should follow the steps listed below:

- I. Departments will enter the required EFT information on the Vendor Update (VU) screen.
- II. After the contractor has been approved by the Comptroller, MMARS alerts Treasury (TRE) to the fact that an EFT contractor request has been entered.
- III. The Treasury initiates a pre-note process, similar to a test run, of the EFT process, to ensure that the electronic transfer will work correctly. This takes 15 days to complete.
- IV. If there is no problem, the EFT payment process is enabled.
- V. If there is a problem, there are two options:
 - A. In some cases, TRE will be able to correct misinformation and process the EFT request. The Vendor Banking Status Table (VBST) will be updated with a "Y" in the "Notice of Change" field. If the banking information has been corrected the department may have to update their own internal system when applicable.
 - B. In other cases, TRE will not be able to fix the information. Departments must monitor the VBST table for any rejected EFT and changed requests. The VBST screen contains the "Electronic Commerce Status Flag". If the value for your department contractor is "R" for Reject, either the pre-note on the EFT has rejected for the contractors shown on that table. The department should contact the contractor to resolve the problem.

Availability of Electronic Funds Transfer (EFT) for Payees

In order to facilitate the contractor's use of this technology, the Authorization For Electronic Funds Payments form is attached. Contractors should then return the form to the department so the following data can be entered on the Vendor Update (VU) screen.

- Bank transit routing number
- Bank account number
- Type of account (checking or savings)

Having the contractor attach a voided check to the form may be helpful to the department in ensuring the accuracy and completeness of the information. To complete the EFT initiation process, contractors need to contact their bank and inform it that they will be receiving their payments by EFT. The bank receives EFT payments through their Automated Clearing House (ACH) service. It is then the bank's responsibility to provide the detailed payment description information for the payee.

COMMONWEALTH OF MASSACHUSETTS
AUTHORIZATION FOR ELECTRONIC FUNDS PAYMENT

I, _____, hereby authorize the department noted below, through the State Treasurer, to deposit funds due into the account at the bank named below. The State Treasurer is also authorized to debit my account only to adjust any over deposit which it has caused to be made to my account.

This authorization will remain in effect until either canceled in writing or an updated form changing information is sent to:

Department Name: _____

Address: _____

Contact: _____

Contractor Bank Name: _____

Contractor Bank Transit Routing Number: _____

Contractor Bank Account Number: _____

Please Check Account Type: Checking Account _____ Savings Account _____

Contractor Tax Identification Number: _____

Contractor Name: _____

Contractor Contact Name: _____

Telephone: () _____

Address: _____

City: _____ State: _____ Zip: _____

AUTHORIZED SIGNATURE: _____

Print Name and Title: _____

DATE: _____

ATTACHMENT P

AFFIRMATIVE ACTION PLAN FORM

(Required for procurements of \$50,000 or more - employers only)

Bidder: _____

RFR Name/Title: _____

RFR Number: # _____

Pursuant to Executive Orders 227 and 246, any contract with a potential financial benefit of \$50,000 dollars or more requires a bidder to submit an Affirmative Action Plan. The format for Affirmative Action Plans shall be determined in accordance with the Executive Orders and the procuring department's secretariat, if the secretariat specifies a format. **If a format has not been specified by the department's secretariat, bidders will be required to complete either A or B below:**

A. BIDDER MUST ATTACH A COPY OF AFFIRMATIVE ACTION PLAN TO RFR RESPONSE.

OR

B. BIDDER MUST COMPLETE THE FOLLOWING CERTIFICATION OF AFFIRMATIVE ACTION PLAN.

IN WITNESS WHEREOF, the bidder certifies under the pains and penalties of perjury, that as an employer, it is committed to non-discrimination in employment and if selected to execute contracts with the Commonwealth of Massachusetts shall also be committed to procure commodities, services and supplies from certified minority and women-owned business enterprises, businesses owned by individuals with disabilities and businesses owned and controlled by socially or economically disadvantaged individuals, both in the performance of contracts with the Commonwealth of Massachusetts and in the performance of its business generally, as certified by the execution of this certification by an authorized signatory of the bidder as of the last date indicated below.

X _____
(Signature of Authorized Signatory of Bidder)

PRINT NAME: _____
(Print Name of Authorized Signatory of Bidder)

TITLE: _____
(Print Title of Authorized Signatory of Bidder)

DATE: _____

ATTACHMENT Q

NORTHERN IRELAND NOTICE AND CERTIFICATION

State agencies, state authorities, the House of Representatives or the state Senate may not procure goods or services from any person employing ten or more employees in an office or other facility located in Northern Ireland who fails to complete the certification below as required by M.G.L. c.7 section 22C:

_____The bidder does not employ ten or more employees in an office or other facility in Northern Ireland.

_____The bidder employs ten or more employees in an office or other facility located in Northern Ireland and certifies that:

- 1) the bidder does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief; and
 - 2) the bidder promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination; and
 - 3) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.
-

Signed under the pains and penalties of perjury on this _____ day of _____, ____.

Bidder Name

X _____

Signature of Authorized Representative Signing on
Behalf of Bidder

Print Name of Authorized Representative of Bidder

Print Title of Authorized Representative of Bidder

APPENDIX I

Districts

District 1 - Pittsfield

Adams	Egremont	Monterey	Sheffield
Alford	Florida	Montgomery	Shelburne
Ashfield	Goshen	Mount Washington	Stockbridge
Becket	Granville	New Ashford	Tolland
Blandford	Great Barrington	New Marlborough	Tyringham
Buckland	Hancock	North Adams	Washington
Charlemont	Hawley	Otis	West Stockbridge
Cheshire	Heath	Peru	Williamstown
Chester	Hinsdale	Pittsfield	Williamsburg
Chesterfield	Huntington	Plainfield	Windsor
Clarksburg	Lanesborough	Richmond	Worthington
Colrain	Lee	Rowe	
Conway	Lenox	Russell	
Cummington	Middlefield	Sandisfield	
Dalton	Monroe	Savoy	

District 2 - Springfield

Agawam	Hadley	Northfield	Ware
Amherst	Hampden	Orange	Warren
Athol	Hardwick	Palmer	Warwick
Barre	Hatfield	Pelham	Wendell
Belchertown	Holland	Petersham	West Brookfield
Bernardston	Holyoke	Phillipston	West Springfield
Brimfield	Leverett	Royalston	Westfield
Chicopee	Leydon	Shutesbury	Westhampton
Deerfield	Longmeadow	South Hadley	Whately
East Hampton	Ludlow	Southampton	Wilbraham
East Longmeadow	Monson	Southwick	Winchendon
Erving	Montague	Springfield	
Gill	New Braintree	Sunderland	
Granby	New Salem	Templeton	
Greenfield	Northampton	Wales	

District 3 - Worcester

Acton	Dudley	Lancaster	Northborough	Sudbury
Ashburnham	Dunstable	Leicester	Northbridge	Sutton
Ashby	East Brookfield	Leominster	Oakham	Townsend
Ashland	Fitchburg	Littleton	Oxford	Upton
Auburn	Framingham	Lunenburg	Pepperell	Uxbridge
Ayer	Franklin	Marlborough	Princeton	Wayland
Bellingham	Gardner	Maynard	Rutland	Webster
Berlin	Grafton	Medfield	Sherborn	West Boylston
Blackstone	Groton	Medway	Shirley	Westborough
Bolton	Harvard	Mendon	Shrewsbury	Westford
Boxborough	Holden	Milford	Southborough	Westminster
Boylston	Holliston	Millbury	Southbridge	Worcester
Brookfield	Hopedale	Millis	Spencer	
Charlton	Hopkinton	Millville	Sterling	
Clinton	Hubbardston	Natick	Stow	
Douglas	Hudson	North Brookfield	Sturbridge	

District 4 - Boston

Amesbury	Concord	Lynn	Peabody	Waltham
Andover	Danvers	Lynnfield	Quincy	Watertown
Arlington	Dedham	Malden	Randolph	Wellesley
Bedford	Dover	Manchester	Reading	Wenham
Belmont	Dracut	Marblehead	Revere	West Newbury
Beverly	Essex	Medford	Rockport	Weston
Billerica	Everett	Melrose	Rowley	Westwood
Boston	Georgetown	Merrimack	Salem	Weymouth
Boxford	Gloucester	Methuen	Salisbury	Wilmington
Braintree	Groveland	Middleton	Saugus	Winchester
Brookline	Hamilton	Milton	Somerville	Winthrop
Burlington	Haverhill	Nahant	Stoneham	Woburn
Cambridge	Ipswich	Needham	Swampscott	
Canton	Lawrence	Newburyport	Tewksbury	
Carlisle	Lexington	Newton	Topsfield	
Chelmsford	Lincoln	North Andover	Tyngsborough	
Chelsea	Lowell	North Reading	Wakefield	

District 5 - New Bedford

Abington	Duxbury	Holbrook	Orleans	Wellfleet
Acushnet	East Bridgewater	Hull	Provincetown	West Bridgewater
Attleboro	Easton	Marion	Raynham	Westport
Avon	Fairhaven	Marshfield	Rehoboth	Whitman
Barnstable	Fall River	Mashpee	Rochester	Wrentham
Berkley	Falmouth	Mattapoiset	Rockland	Yarmouth
Bourne	Foxborough	Middleborough	Sandwich	
Brewster	Freetown	New Bedford	Scituate	
Bridgewater	Gosnold	Norfolk	Seekonk	
Brockton	Halifax	North Attleborough	Sharon	
Carver	Hanover	Norton	Somerset	
Chatham	Hanson	Norwell	Stoughton	
Cohasset	Harwich	Norwood	Swansea	
Dartmouth	Hingham	Pembroke	Taunton	
Dennis	Kingston	Plainville	Truro	
Dighton	Lakeville	Plymouth	Walpole	
Eastham	Mansfield	Plympton	Wareham	

District 6 - Islands

Chilmark	Gay Head	Oak Bluffs	West Tisbury
Edgartown	Nantucket	Tisbury	